



# BUILDING CONSTRUCTION, ZONING AND CODE ENFORCEMENT

January 2013

To all General Contractors, Plumbers, and Electricians:

This letter is to inform you of some changes in the Office of Building Construction, Zoning and Code Enforcement starting in 2013. The City is working on a new web site. Once completed, it is our goal that all permit applications be submitted and paid for online. You will also be able to submit Insurance information and drawings online. We do not have a start date for this yet, but we would like to let you know of this change ahead of time. Please watch the web site at [www.cityofbinghamton.com](http://www.cityofbinghamton.com). We plan to have an additional computer in our office for anyone who needs access or guidance.

Presently, all of our permit applications are on our web site. They are fillable forms that may be completed online, then printed and mailed to us. Go to [www.cityofbinghamton.com](http://www.cityofbinghamton.com). Click on "Departments". Click on "Building and Construction". All of our forms can then be found on the right hand side. Information about our fee structure and insurance is also there. In addition, we have applications in our office.

Due to time and budgetary concerns, we will no longer mail letters informing businesses that our copy of their insurance certificates have or will soon expire.

## General Documentation

In all cases, an application for a Building Permit cannot be processed until the applicant has provided all documentation, including: a permit application form, completed and signed; Workmen's Compensation form(s); fee payment(s); and design documents (plans, specifications). In some cases, a copy of Planning approval documents are required, which includes an approved site plan and an authorization letter from the Planning Department.

In the event of incomplete documentation, the office will hold your paperwork for ten (10) business days. If, at that time, we have not received the necessary paperwork, the application will be revoked.

## Workmen's Compensation Law

The Office of Building Construction is required to collect and maintain Workmen's Compensation documents, in accordance with New York State Labor Law. This process includes NYS Disability documents. Specific forms for this purpose may be obtained at our municipal web site, [www.cityofbinghamton.com](http://www.cityofbinghamton.com), or at the state website, [www.wcb.ny.gov](http://www.wcb.ny.gov). Or you may call a New York State representative at 518-486-6307, for additional information. Applicants will please note that ACCORD forms are NOT acceptable documentation.

New York State requires that Workers' Compensation certificates come on one of the following forms: C105.2, U26.3, SI-12, GSI-105.2, or CE-200. Disability certificates are required to come on one of the following: DB-120.1, DB-155, or CE-200.

Contractors who frequently apply for permits may facilitate the application process by having their insurance company send updated copies automatically, as their liability, disability, and workers' comp policies are renewed. This is a convenient method that has worked successfully in the past.

If you are required to use the Workmen's Compensation form **CE-200** (because you have no employees), please remember this form must be completed every time you apply for a new permit. To make this process more convenient, a computer kiosk is available to you in our office for this purpose.

## Licensing

Any contractor who is performing work governed by an Electrical or Plumbing permit must be licensed, by the City of Binghamton, to perform work of these trades. A permit must be signed by the person who holds the Master license.

The Plumbing Board and Electrical Board may revoke a license if there is continued misuse of a license or abuse of this office's policies.

## **Water/Sewer Permits**

Effective in 2012, permits for water service or sewer connections require a valid Street Work permit and prior authorization from the Water/Sewer Departments. Street Work permits are issued by the Engineering Department; however, an application may be obtained at the office of Building Construction and forwarded to Engineering for approval.

## **Permits**

Permits must be posted at the job site. Inspectors cannot inspect work for which a permit is not posted. It is the contractor's responsibility to call for an inspection. Please allow no less than 24 hour notice. Stamped plans are required for projects with a total cost of construction greater than \$10,000 or that present complex design issues. Please call 772-7004 and we will fax or email a copy of the document guidelines for your reference.

## **Asbestos/Lead**

An application for a Demolition permit must comply with New York State Department of Labor requirements for asbestos. Permit applications will not be processed until or unless the applicant has submitted an asbestos survey report for subject areas.

## **Planning Commission Review and Approval**

A project that involves new construction, commercial occupancy, change of use, or related circumstances may require prior review and approval by the Planning Commission. Permit applicants are encouraged to attend an informal workshop, sponsored by the Department of Planning, Housing, and Community Development to ensure compliance and facilitate a successful project. An appointment may be scheduled by calling Patrick Day, at (607) 772-7028. Planning workshops are held every Tuesday and scheduled in half-hour increments from 2:00-4:00 PM.

## **Related Information**

Detailed information about the New York State Code may be obtained at [www.dos.state.ny.us](http://www.dos.state.ny.us). Detailed information about Lead materials may be obtained from the Broome County Health Department at (607) 778-2847. Detailed information about Asbestos may be obtained from the NY Department of Labor, at (607) 721-8211. Real property and assessment information for the City of Binghamton is available at [www.gobroomecounty.com](http://www.gobroomecounty.com) (GIS data).

## **Reminders**

Permit applications, schedule of fees, and licensing are available at our web site:

<http://www.cityofbinghamton.com/departments.asp?zone=dept-code-enforcement>

Permit applications may be mailed to Building Construction, Zoning and Code Enforcement, 38 Hawley St., Binghamton, NY 13901 or hand delivered to our office on the 4th floor of City Hall. Permit applications are no longer accepted by fax.

Insurance documents may be transmitted by standard mail, by fax (607- 772- 7162), or by e-mail [building@cityofbinghamton.com](mailto:building@cityofbinghamton.com)

Please note the City web site keeps an updated list of all regularly scheduled meetings, including those for the Plumbing and Electrical Boards.

We hope this letter helps to explain our office policies, directs you to other useful sources of information, and contributes to a smoother process for all concerned. If you have any questions, which are not otherwise answered by the offices listed above, please call at 607-772-7004.

Sincerely,



Thomas F. Costello, Supervisor  
Building Construction, Zoning and Code Enforcement